



OFFICE OF THE COORDINATOR

JOB ADVERTISEMENT

Introduction

The University of Rwanda, through its Single Project Implementation Unit (SPIU), is implementing the health workforce development projects aimed at strengthening the quality and quantity of specialists in Rwanda. The projects seek to address critical shortages in specialized healthcare personnel by supporting postgraduate medical education, faculty development, curriculum enhancement, and the expansion of training opportunities across teaching hospitals.

The projects contribute to Rwanda's national efforts to improve the quality, accessibility, and sustainability of healthcare services through the development of a competent and resilient health workforce. Working closely with national and international partners, the initiative supports the training and mentorship of healthcare professionals, strengthens institutional capacity, and promotes excellence in clinical care, teaching, and research.

Position: Project Manager

As a member of the Project Implementation Team, the Project Manager will support the Principal Investigator (PI) and project team in the day-to-day coordination and implementation of project activities. The Project Manager will be responsible for overseeing administrative and operational functions, coordinating project partners and stakeholders, supporting planning and reporting processes, monitoring project implementation, and ensuring that project activities are delivered efficiently and in accordance with approved work plans, budgets, donor requirements, and University of Rwanda policies and procedures.

1. Main Duties and Responsibilities

a) Project Leadership, Planning and Coordination Responsibilities

- Provide overall managerial leadership and day-to-day coordination of the project implementation team.
- Lead the planning, implementation, monitoring, and successful delivery of all project activities in accordance with approved work plans, budgets, timelines, and donor requirements.
- Lead the development, implementation, and monitoring of annual work plans, procurement plans, activity schedules, risk registers, and project implementation timelines.
- Coordinate project activities across collaborating institutions, implementing partners, government agencies, regulatory bodies, and other stakeholders to ensure effective implementation.

- Organize and coordinate project meetings, technical working groups, steering committee meetings, stakeholder consultations, and project review meetings.
- Ensure timely implementation of decisions, recommendations, and action points arising from project meetings and donor engagements.
- Establish and maintain effective communication and working relationships with donors, sponsors, government institutions, regulatory authorities, implementing partners, and project beneficiaries.
- Provide technical and administrative support to the Principal Investigator (PI) and UR-SPIU Management in all aspects of project implementation.
- Support project planning, forecasting, and resource allocation to ensure efficient utilization of project resources.

b) Project Monitoring, Evaluation, Reporting and Knowledge Management Responsibilities

- Monitor implementation of all project activities to ensure compliance with approved protocols, institutional policies, and donor guidelines.
- Track project progress against approved targets, milestones, deliverables, and performance indicators and provide evidence-based updates to the PI and UR-SPIU Management.
- Ensure regular collection, verification, analysis, and reporting of project performance data and key performance indicators.
- Coordinate the preparation and timely submission of narrative, technical, programmatic, and financial reports in accordance with donor requirements using relevant platforms such as PMS, eRA Commons, the EU Funding & Tenders Portal, and other donor systems.
- Prepare project progress reports, presentations, briefs, and other information products required by management, donors, and stakeholders.
- Facilitate project reviews, monitoring missions, evaluations, and donor assessments as required.
- Ensure that project achievements, lessons learned, best practices, and impact stories are properly documented and disseminated.
- Maintain complete and accurate project records and documentation throughout the project lifecycle.
- Support preparation of project close-out reports and sustainability or transition plans where applicable.

c) Financial, Administrative and Compliance Management Responsibilities

- Coordinate project budgeting, financial planning, and expenditure monitoring to ensure alignment with approved budgets and donor requirements.
- Review and coordinate project fund requests, budget revisions, cash-flow forecasts, and disbursement processes in collaboration with finance teams.
- Monitor project expenditures and commitments to ensure efficient utilization of resources and compliance with approved financial procedures.
- Coordinate with procurement, finance, human resource, and administrative teams to facilitate timely implementation of project activities.
- Ensure compliance with institutional policies, donor regulations, contractual obligations, ethical requirements, and applicable national regulations.

- Conduct and support due diligence processes, project audits, compliance reviews, and donor assessments as required.
- Ensure timely implementation of audit recommendations and corrective actions.
- Review and coordinate project agreements, amendments, sub-awards, memoranda of understanding, and other contractual documents through to final endorsement.
- Ensure accurate inventory management, asset tracking, and documentation of all project equipment, supplies, and resources.
- Ensure project files and records are organized and maintained in accordance with institutional and donor requirements.

d) Risk Management and Quality Assurance Responsibilities

- Identify, assess, monitor, and manage project risks and develop appropriate mitigation measures.
- Establish mechanisms for continuous quality improvement and performance monitoring.
- Ensure adherence to project quality standards, donor requirements, and institutional procedures.
- Communicate project performance, achievements, risks, challenges, and mitigation measures to UR-SPIU Management, sponsors, collaborators, and other stakeholders.
- Escalate critical implementation, financial, operational, and compliance issues to the PI and UR-SPIU Management as appropriate.
- Ensure effective internal controls and accountability mechanisms are maintained throughout project implementation.

e) Team Leadership and Capacity Building Responsibilities

- Supervise, coordinate, mentor, and support project staff, consultants, and implementing partners to ensure effective delivery of project objectives.
- Monitor staff performance and promote accountability, teamwork, collaboration, and continuous improvement.
- Coordinate staff work plans and monitor implementation of assigned responsibilities.
- Identify capacity-building needs and facilitate training, mentorship, coaching, and professional development opportunities for project personnel.
- Foster a positive, inclusive, and high-performance work environment.
- Promote knowledge sharing, institutional learning, and dissemination of project outputs, lessons learned, and best practices.

f) Other Responsibilities

- Perform any other project-related responsibilities assigned by the Principal Investigator, UR-SPIU Management, or authorized institutional leadership.

Competencies, Qualifications and Skills

Candidates should possess the following qualifications and demonstrate the following competencies, values, and skills:

- Bachelor of Medicine and Surgery with master's degree in public health, Epidemiology, Health Sciences, with a minimum of seven (7) years of experience. Holders of master's degree in project management, Development Studies, or Business Administration with at least fifteen (15) years of experience in the management of health-related donor-funded projects may also apply.
- Project Management Professional (PMP) certification or another internationally recognized project management certification such as PRINCE2 is an added advantage.
- Demonstrated experience in the financial or administrative management of large-scale health workforce or health research projects funded by international agencies such as NIH, EDCTP, NIHR, CDC, EU, World Bank, GIZ, Wellcome Trust, Gates Foundation, UN Agencies, and other development partners.
- Proven experience in project management covering project initiation, planning, implementation, monitoring and evaluation, financial management, reporting, compliance management, and project close-out.
- Demonstrated experience working with national and international stakeholders including the Ministry of Health, Rwanda Biomedical Centre, teaching hospitals, universities, regulatory authorities, development partners, and implementing organizations.
- Proven experience coordinating multi-partner and multi-stakeholder projects within complex institutional and donor environments.
- Excellent knowledge of donor regulations, grant management requirements, and compliance frameworks for international funding agencies.
- Strong experience in project budgeting, financial planning, expenditure monitoring, fund utilization, financial reporting, and audit preparation.
- Excellent oral and written communication skills in English with demonstrated ability to prepare high-quality technical, narrative, programmatic, and financial reports.
- Demonstrated ability to make effective presentations and communicate complex technical information to diverse audiences.
- Excellent leadership and managerial skills with proven ability to supervise multidisciplinary teams and manage project performance.
- Strong analytical, planning, organizational, negotiation, and problem-solving skills with a high level of attention to detail.
- Excellent interpersonal, stakeholder engagement, networking, and relationship management skills.
- Demonstrated ability to navigate and utilize Government and institutional management systems, and other relevant electronic platforms.
- Experience using donor reporting platforms such as eRA Commons, the EU Funding & Tenders Portal, and other grant management systems will be an added advantage.
- Ability to adapt communication, reports, and technical information to different audiences, including donors, government officials, researchers, project staff, and beneficiaries.
- Positive attitude, strong customer-service orientation, and excellent multitasking and organizational abilities.

- High level of integrity, professionalism, accountability, and commitment to achieving results.
- Demonstrated flexibility, adaptability, innovation, and ability to work effectively in a dynamic and fast-paced environment.
- Experience working within higher education, research, or health systems strengthening programs will be an added advantage.

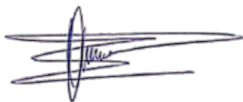
APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link <https://forms.gle/TKPXCTJfpgYPzLus5> . The application file must contain the following documents:

1. Application letter addressed to UR-SPIU Coordinator, indicating the position.
2. A detailed Curriculum Vitae
3. A copy of the academic degree and academic transcripts (as one document)
4. A copy of proof of previous relevant experience (as one document)
5. A copy of National Identity and/or passport

The Deadline for submission of the application is set on 30th June 2026 at 5:00 PM. Only shortlisted candidates will be required to sit for the written test.

Done at Kigali on 22/06/2026.




Dr. Michael MUGISHA, MPH, PhD

Coordinator

Single Project Implementation Unit (SPIU)

University of Rwanda.